

Job Description: Consultant

Job title/grade:	Consultant
Location:	Home-based until July 2021 <i>tbc</i> , thereafter London
Position Type:	Full-time
Reporting to:	Managing Director

With some professional experience, you will join the Saana team managing the Trade and Investment Advocacy Fund (TAF2+), the UK Government's flagship programme supporting developing country participation in international trade negotiations along other projects in the field of international trade and development. Working with our team in London, you will be a key member of our energetic team. You will have at least 3 years' experience working in the economic development space.

Role and Responsibilities

Saana is structured around three core tiers with the following summary responsibilities:

Grade	Projects	Business Development
Directors/Principal Consultant	<ul style="list-style-type: none"> Management and technical leadership of large projects 	<ul style="list-style-type: none"> Management and technical leadership of large bids
Senior Consultant	<ul style="list-style-type: none"> Management/technical leadership of medium-sized projects Significant technical contribution to large projects 	<ul style="list-style-type: none"> Management of medium-sized bids Significant technical contribution to large bids
Consultant	<ul style="list-style-type: none"> Technical contribution to components of projects Project administration and co-ordination of inputs and reports 	<ul style="list-style-type: none"> Some technical contribution to bids Significant contribution to non-technical sections

Acting as a Grant Officer on TAF2+, the Consultant will be responsible for contributing to the success of the programme¹, managing a portfolio of grants with developing countries. In this role, the Consultant will also work with Cowater, our partner company managing TAF2+. The Consultant will also contribute to other projects, as well as winning new business and Saana's internal research programme.

Project delivery (TAF2+)

- Develop, maintain and periodically update a stakeholder map and outreach plan;
- Input into ongoing strategic framework development;
- Lead TAF2+ grant management process for selected grants, including:
 - Supporting beneficiaries in the grant application and selection process;
 - Manage grants through the full grant life cycle process; and

¹ For further details on TAF2+, please see <http://taf2plus.com>

- Support outreach to and quality management of service providers undertaking the support activities;
- Support lessons learning at grant, portfolio and programme level;
- Support the periodic review of and updating of grant management processes and procedures; and
- Provide input for reporting as well as the website and other outreach material.

Business development (as appropriate)

- Identifying, mapping and developing potential new business opportunities in Saana's target markets (FCDO, WB, AfDB, EC etc).
- Draft key technical sections of proposals especially approach and methodology
- Input into Saana's wider suite of marketing materials including Capability Statements and Expressions of Interest

Corporate research and development

- The consultant will have the opportunity to conduct/manage research related to practical issues in trade, regional integration and aid effectiveness.
- Contribute to corporate planning and development initiatives
- Develop and maintain relations with a range of clients, associate consultants and partner organisations

Qualifications and expertise profile

Technical

We are looking for an enthusiastic, committed professional who is able to work with limited supervision. You should be a self-starter and able to work under pressure.

You will have a good technical knowledge of current issues and thinking in trade and development, and a willingness to build your expertise in several of the following areas:

- Aid-for-Trade programmes
- trade policy
- trade negotiations
- trade in services
- trade facilitation/logistics
- political economy
- trade and gender
- programme design and appraisal
- monitoring, evaluation and impact

You should also have a strong understanding of:

- the international trade architecture and especially the WTO and RECs in Africa and Asia.
- Project Cycle Management and the ability to deliver at all stages, including design, implementation and evaluation.
- Institutional development and capacity building.

Prior experience and technical skills in private sector development, investment promotion, training and capacity building would also be a significant advantage.

Personal

- A minimum of a Bachelor's degree in relevant discipline (economics, development, international relations or similar) and preferably a post-graduate qualification.
- Approximately three years relevant work experience gained in a development environment.
- Strong project management skills including the ability to work in teams to deliver high quality work on time and to budget.
- Strong IT and communication skills.
- A right to work in the UK.
- Excellent communication skills including fluency in English with excellent writing skills with additional languages considered an advantage.

What we offer:

- A salary of £25k pa, based on experience, plus contributions to pension scheme
- Structured bonus based on individual and corporate performance.
- Opportunities for promotion within a clear career development structure.
- A dynamic but supportive working environment that encourages personal development.